



Job Opportunity City of Kankakee

Position: Business Retention and Attraction Coordinator

Position Purpose: Under general supervision, this position is responsible for developing, coordinating and implementing a program designed to retain businesses in and attract business to the City of Kankakee, IL.

Essential Functions (list in order of importance including measures)

1. Plans, organizes and performs business visitation program to include regular and periodic telephone communication, various correspondence methods and primarily on-site personal interviews with business and property owners to assess business concerns and opportunities.
2. Discusses options and advises management with regard to development obstacles, growth and expansion opportunities, and provides business assistance program information. Acts as liaison and facilitates communication between the business and City departments and other agencies. Develops and distributes relevant marketing materials and information to the business community.
3. Conducts research and compiles information from numerous sources on local business activity, expansion plans and potential start-up operations. Documents and maintains results of business visits and implements resulting action items.
4. Makes presentations to individual businesses, groups and associations on available services and assistance programs; recommends resources and networking connections with local industry partners, provides contacts with banking institutions, state and federal agencies which can provide technical expertise for most business needs. Maintains a comprehensive knowledge of programs and resources available to businesses.
5. Assists businesses with pursuing business assistance programs, where applicable. Promotes and provides information on other City and State and other business assistance and loan programs to include Enterprise Zone, TIF Districts, and Opportunity Zones. Serves as backup to the Enterprise Zone board.
6. Plans, organizes and implements Business Appreciation activities and other business networking, educational, and promotional events as part of project teams.
7. Coordinates workforce development activities with appropriate organizations.

General Job Requirements:

- A Bachelor's Degree in Business or Public Administration, Urban Affairs, Economics,

Marketing, or a related field,

- 3-5 years of experience in economic development, business assistance or a related field
- Strong Marketing and Business Development Knowledge/Skills

To apply submit resume to Jllexson@citykankakee-il.gov or download application and drop off to Human Resources Department at 304 South Indiana Kankakee, IL 60901